

**Little Traverse Bay Bands of Odawa Indians
Job Posting**

Job Title: CTAS Strategic Planning Coordinator

Department: Administration

Reports To: Tribal Administrator

Status: Exempt

Salary Range: \$15.13 - \$20.47 per hour

Level: 4

Terms: 0.60 FTE, 24 hours wk. 16-month, Grant funded position ends March 31, 2017

Opens: September 17, 2015

Closes: October 08, 2015

SUMMARY

The **Strategic Planning Coordinator** will be responsible for implementation of the CTAS Purpose Area #2 Strategic Planning Grant (PA-2), will oversee the day-to-day operation of the PA-2 grant and will coordinate training and the development of an LTBB Comprehensive Justice Systems Strategic Plan. This plan will address overall crime issues by identifying gaps in the justice system, resources available, and how to improve collaboration across agencies. This position will work with a multi-disciplinary team to make recommendations for improvement addressing domestic violence, sexual assault, substance abuse and an updated community meth response plan. Work includes performing research, collecting and analyzing data and reporting back to the multi-disciplinary team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee day-to-day operation of this project.
- Design, direct and participate in a multi-disciplinary planning Advisory Committee
 - Coordinate meetings
 - Prepare agendas, notices, sign in sheets, meeting protocols
 - Record advisory meeting minutes
- Provide support and education to the project Advisory Committee.
- Develop a checklist of tasks for partners.
- Develop qualified service agreement to establish a formal mechanism for data and information sharing among partners that protects client confidentiality as required by law while sharing data needed for public safety issues.
- Coordinate and participate in training and technical assistance events.
- Conduct research and studies; assemble and correlate information regarding community needs and issues.
- Conduct public meetings to gather community input on the community's experience with domestic violence, substance abuse, law enforcement and the court system.
- Develop a survey to identify the community's experience with domestic violence, substance abuse, law enforcement and the court system.
- Prepare draft policies, procedures and standard forms.
- Work closely with other multiple LTBB programs' and departments' staff and PA-2 Advisory Committee members to develop and strengthen collaboration with program providers, identify new programs, and identify and develop culturally-specific protocols.
- Research other strategic plans in state and tribal communities.
- Coordinate program planning and development for the strategic plan.
- Identify and coordinate training and technical assistance with Department of Justice.
- Participate in training events as practical, in person, or via webinar.

- Maintain records and process all paperwork involving strategic plan development.
- Collect and analyze data instrumental to strategic planning development.
- Prepare grant-required reports.
- Consult with traditional individuals and elders to discuss common traditions to help the community.
- Identify community stakeholders and resources as they pertain to substance abuse and domestic violence.
- Develop training for community stakeholders and a plan for data-sharing, case identification, and referral protocols.
- Establish and maintain positive relationships with diverse individuals and groups.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas.

EDUCATION AND EXPERIENCE

BA/BS degree is required in fields related to justice systems or planning. Experience in social services and/or substance abuse/mental health is highly desired. Knowledge of statistics and analysis to conduct research and data analysis is required. Excellent people skills are required. A good job history and good job references are required. A high ethical sensibility is required.

KNOWLEDGE, SKILLS, AND ABILITIES

General

- Excellent verbal and written communications skills
- General knowledge of area resources
- Knowledge with regard to domestic violence issues
- Demonstrated report writing skills
- Ability to work as part of a team
- Ability to analyze and solve problems
- Ability to write reports, business correspondence and procedural manuals

Computer

- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint).
- Must be able to complete internet research and maintain database files.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

COMMENTS

Individual must be able to pass a criminal background investigation.
Indian Preference will apply in accordance with WOS 2002-04.